RCCC History

Roanoke-Chowan Community College

1997-98

Student Handbook

LEARNING RESOURCES CENTER
ROANOKE-CHOWAN COMMUNITY COLLEGE
ROUTE 2, BOX 46-A
AHOSKIE, N. C. 27910

This handbook is designed to inform you of procedures and regulations with which you must be familiar. In many cases, official college policy is summarized from the College catalog. Because you are responsible for observing the rules and regulations of Roanoke-Chowan Community College, please make sure you read both this handbook and the catalog.

Roanoke-Chowan Community College reserves the right to make changes in regulations, courses, fees, and other matters of policy and procedure when and as deemed necessary.

Dear Student:

Welcome to Roanoke-Chowan Community College. We are proud, indeed, that you chose us as the institution to further your education.

It is the goal of RCCC to provide educational opportunities to all constituent individuals and groups commensurate with their needs, interests, and abilities. The College believes that education is the key to job success; therefore, we make every effort to ensure that our programs are topnotch, that our faculty is the best, and that your learning experiences will prepare you for a prosperous, enjoyable future.

Concerted efforts also are made by Student Development Services and Student Support Services staff to see that you receive direction and assistance throughout your college studies. Beginning with financial aid and continuing with counseling, registration, and graduation, the staff members are here for you, so please don't hesitate to ask for help.

We encourage you to read this handbook, as it contains essential information that can help make your year run smoothly. More detailed information about the sections in this handbook can be found in the College catalog. You also are encouraged to participate in the many activities shown, since such activities can provide an outlet when studying has worn you down.

Again, welcome and thank you for selecting Roanoke-Chowan Community College. We wish you all the best for the 1997-98 academic year.

Sincerely,

Bettie B. Hall

Bettie B. Hall, Dean
Student Development Services

Advisors

All curricular students have an advisor. Advisors act as academic consultants and help you plan your program of study for graduation, employment, or transfer. Your advisor assists you with registration, drop/add, withdrawal from courses or the College, and determine if all graduation requirements have been met. Get to know your advisor --he or she is a great resource person!

Curricular Program	*Advisor*
Air Conditioning, Heating, and Refrigeration Technology	J. Hutchinson
Architectural Technology	B. Hofler
Associate Degree Nursing	C. Morris
	B. Adams
	C. Castelloe
	J. Matthews
	M. Warren
Automotive Systems Technology	J. Barrett
Business Administration	J. Horton
	N. Vegi
Carpentry	T. Hedspeth
College Transfer	C. Mitchell
	C. Martin
	L. Alexander
	J. Clark
	L. Savage
	E. Storie
Cosmetology	R. Branch
	L. Holloman
Criminal Justice Technology	J. Drake
Developmental Education	B. White
Early Childhood Associate	E. Davis
	L. Wheeler
Early Childhood Associate: Special Education Concentration	E. Davis
	L. Wheeler
General Occupational Technology	
Pre-Nursing	C. Morris
	B. Adams
	C. Castelloe
	J. Matthews
	M. Warren
Pre-Radiography	C. Morris
	K. Lee
Human Services Technology	S. Honeycutt
Human Services Technology: Mental Health Concentration	S. Honeycutt
Industrial Maintenance Technology	J. Barrett
Information Systems	R. Hoggard
	J. Chavis
	Z. Blount
Medium/Heavy Duty Vehicle Systems Technology	C. Freeman
Nursing Assistant	A. Revelle
Office Systems Technology	P. Owens
	W. Copeland
Welding Technology	J. Barrett

HELPFUL RESOURCES

Questions About.....	*Ask.....*	*In.....*
Absences	Instructor	His/Her Office
Academic Advising	Advisor	His/Her Office
Academic Counseling	Advisor	His/Her Office
	Counselor	Student Development Services
	Counselor	Student Support Services
Academics	Dean of Instruction	Jernigan 108
Admissions	Counselor	Student Development Services
Athletics	Student Activities Coordinator	Freeman Building
Books & Supplies	Bookstore Operator	Jernigan 111
Bulletin Boards	Staff	Student Development Services
Career Services	Counselor	Student Development Services
Changing Courses	Counselor	Student Development Services
	Registrar	Student Development Services
Changing Majors	Counselor	Student Development Services
	Previous Advisor	His/Her Office
	Financial Aid Officer	Jernigan 109
	Registrar	Student Development Services
College Work-Study	Financial Aid Officer	Jernigan 109
Counseling Services	Counselor	Student Development Services
	Counselor	Student Support Services
Emergencies (accidents)	Business Manager	Jernigan 104
	Counselor	Student Development Services
Financial Aid	Financial Aid Officer	Jernigan 109
First Aid	Staff	Student Development Services
Housing	Dean	Student Development Services
Learning Resources Center	LRC Staff	Jernigan 100
Loans	Financial Aid Officer	Jernigan 109
Parking Permits	Cashier	Jernigan 104
Parking Problems	Business Manager	Jernigan 104
Readmission	Counselor	Student Development Services
Registration	Registrar	Student Development Services
Schedule of Classes	Staff	Student Development Services
Scheduling Events	Student Activities Coordinator	Freeman Building
Selling, Peddling, Solicitation	Business Manager	Jernigan 104
Special Needs/Disabled Students	Dean or Counselor	Student Development Services
Student Government Association	Student Activities Coordinator	Freeman Building
Student Publications	Dean	Student Development Services
Study Skills	Counselor & Instructor/Tutor Coordinator	Student Support Services
Testing	Assessment Coordinator	Old Small Business Center
Transcripts	Registrar	Student Development Services
Tutoring	Student Support Services	Jernigan 107
Tuition & Fees	Registrar	Student Development Services
Veterans Affairs	Veterans Affairs Officer	Student Development Services
Withdrawal from Classes	Instructor & Advisor	His/Her Office
	Counselor & Registrar	Student Development Services

Birthstone: Sardonyx for Felicity Flower: Gladiolus for Preparedness

August 1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 *First Day of Classes*	19	20 *Add Period Ends*	21	22	23
24	25 *Club Week Begins*	26	27	28	29	30
31						

Registration for Fall Semester
August 12, 13, 14, and 18

YEAR AT A GLANCE

Fall Semester 1997

Pre-Registration	July 15, 16, 17
Registration	August 12, 13, 14, 18
Registration Ends	August 18
First Class Day	August 18
Add Period Ends	August 20
College Closed for Labor Day	September 1
Classes Resume	September 2
Fall Break--No Classes	October 13, 14, 15
Last Day to Drop Without Penalty	October 27
College Closed for Thanksgiving	November 27, 28
Classes Resume	December 1
Last Class Day	December 10
Reading Day--No Classes/Study Day	December 11
Final Exams	December 12, 15, 16
Semester Ends	December 16
Grade Reports Due 12 Noon	December 17
College Closed for Christmas/New Year's	December 22 - January 4
College Reopens	January 5

Spring Semester 1998

Pre-Registration	December 2, 3, 4
Registration	January 7, 8, 9, 12
Registration Ends	January 12
First Class Day	January 12
Add Period Ends	January 14
College Closed for Martin L. King Jr. Day	January 19
Classes Resume	January 20
Last Day to Drop Without Penalty	March 16
College Closed for Easter	April 10, 13
College Reopens	April 14
Spring Break--No Classes	April 14, 15, 16, 17
Classes Resume	April 20
Last Class Day	May 7
Reading Day--No Classes/Study Day	May 8
Final Exams	May 11, 12, 13
Semester Ends	May 13
Grade Reports Due 12 Noon	May 14
Graduation	May 14

MORE HELPFUL RESOURCES

Administrators	
President	Dr. Harold E. Mitchell
Dean of Instruction	Dr. William J. Peele
Dean of Student Development Services	Bettie B. Hall
Dean of Institutional Advancement	Johnna L. Everett
Dean of Continuing Education	Brewster W. Brown
Business Manager	John L. Henderson
Student Development Services	
Counselor	Jodi Aerts
Student Activities Coordinator	Irma Bond
Secretary	Diane Boone
Registrar	Mary Lou Byrum
Director of Admissions/Counselor	Sandra Copeland
Testing Technical Assistant	Poteca Chamblee
Student Loans/Child Care Coordinator	Ethelene Custis
Assistant Financial Aid officer	Gayle Deanes
Information Processing Specialist	Cara Edwards
Basic Skills Counselor/ Assessment Coordinator	Diane Kimbrough
Recruiter/Veterans Affairs Officer	Harold Murrill
Financial Aid Officer	Phyllis Parker
Student Support Services	
Director	Lorraine Mitchell
Counselor	Yvonne Taylor
Instructor/Tutor Coordinator	Janice Howell
Secretary	Sandra Long
Business Office	
Controller	Julia Brown
Accounts Payable/Support Specialist	Cathy Earley
Receptionist	Connie Gunnells
Purchasing Agent	Ann Hughes
Cashier	Kim Norries
Bookstore Operator/Support Clerk	Cynthia Ruffin
Child Development Center	
Child Development Center Provider I	Vicki Myers
Child Development Center Provider II	Louise Barnes
Learning Resources Center	
Director	Peggy Lefler
Librarian	Barbara Glick
Alternative Learning Services Chair	Barbara Kerns
Technical Assistant	Mildred Gatling

Advisors are also helpful!

September 1997

Birthstone: Sapphire for Wisdom Flower: Aster for Memories

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 *Labor Day RCCC Closed*	2 *Classes Resume* *Pell Grant Checks Disbursed (subject to change)*	3	4	5 *Last Day to File for SGA Office*	6
Grandparents Day 7	8	9	10	11 *Voting for SGA Officers*	12	13
14	15	16	17 *Ice Cream Treat Day*	18	19	20
21	22 *Warm Fuzzy Week* *Fall Equinox*	23	24	25	26 *Hat Day*	27
28	29 *Last Day to Drop Without Penalty*	30 *Game Show* *Get-Acquainted Party*				

ADMISSIONS & REGISTRATION

Admissions
The College is open to all persons who are at least 18 (younger than 18 under special provisions) and who are able to profit from further formal education. Admission to the College, however, does not insure your admission to the program of your choice. For more information regarding admission, contact the Admissions Office in Student Development Services.

To enroll for the first time, follow the steps below.

- **Visit a counselor in Student Development Services
- **Complete an admissions application and have official transcripts from your high school and any college-level work sent directly to RCCC
- **Take the placement test
- **Register for classes and pay tuition and fees

Conditional admission into the College and into a specific program of study is granted for a semester, where applicable, until all admission requirements are met.

If you are interested in taking courses in a degree granting program or in the General Occupational Technology or Nursing Assistant programs, you must have a high school diploma or GED certificate.

Placement Testing
Placement testing is a mandatory part of the College's admission process (special credit students may be exempt), and it helps provide insight into your academic capabilities and limitations. Test results are used to provide counseling, advisement, and placement into the most appropriate instructional path.

If test results indicate that improvement is needed in your basic educational skills, you must complete courses in math, reading, or English offered by the Developmental Education Department before entering a particular program of study.

Readmission
If you are a former student and wish to reapply to the College, contact Student Development Services for information regarding the readmission process.

Registration
The official registration period consists of four days each semester (three for the summer term); a three-day preregistration period is held prior to the beginning of each semester (see academic calendar for dates). In order to complete registration properly, you must follow the steps at the top of the next column.

- **Meet with your advisor to complete registration form (veterans benefits recipients see Veterans Affairs Officer first)
- **Have registration form approved by advisor and Dean of Student Development Services
- **Present registration form to Registrar
- **Obtain necessary forms from Financial Aid Office if you receive financial aid
- **Pay tuition and fees in Business Office, where you'll receive your validated registration form
- **Pick up (or validate) ID card
- **Present validated registration form to Veterans Affairs Officer, if veteran
- **Present validated registration form to instructors on first day of class

Transfer Credit
Your credits earned at another accredited institution in which a grade of **C** or better was received will be accepted if appropriate to your program of study and if a comparable course is offered at the College.

Should you change programs, you will receive credit toward the new program of study if the credits previously earned are required for the new program.

Prerequisites
Before registering for any course, please check to see if the course requires a prerequisite--a course that you must have already passed, approval of instructor, etc. If you have not met the prerequisite requirement, you cannot take the course. Course prerequisites are listed with each course description in the College catalog.

Special Credit Students
If you register for one or more credit hours without declaring a major, you are classified as a special credit student and may be exempt from taking the placement test and counseling. Admission into some courses, such as advanced English and math, requires placement testing in those areas.

If you are a special credit student, you may complete up to 15 semester hours of credit before you must declare a major and meet all pre-admission requirements. If you do not declare a major, you will receive audit credit for any hours attempted or completed above the initial 15.

October 1997

Birthstone: Opal for Hope Flower: Calendula for Constancy

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 *Rosh Hashana*	3	4
5	6 *Prepare for Christmas Parade* ***Volunteers Needed*	7	8	9 *National Depression Screening Day*	10	11 *Yom Kippur*
12	13 *Columbus Day Observed*	14	15	16	17 *Tacky Day*	18
	Fall Break--No Classes					
19	20 *Substance Abuse Week*	21	22	23	24	25
26	27 *Last Day to Drop Without Penalty*	28	29	30	31 *Halloween* *Costume Contest*	

TUITION & FEES

Tuition
Tuition is set by the NC State Board of Community Colleges and is subject to change without notice. Tuition is due at the time of registration, and students may not attend class until it is paid. Tuition is not charged to NC residents 65 or older.

Residence Classification for Tuition Purposes
Under North Carolina law (copies of which can be found in Student Development Services), you are required to reside in NC as a legal resident for the 12 months immediately preceding enrollment in order to be classified as a resident, thereby being eligible for a tuition rate lower than that for a non-resident. Additional criteria may have to be met.

Any concerns regarding your classification and/or subsequent changes should be directed to the Dean of Student Development Services. Residency classification or reclassification may be appealed by following the College's student appeal procedure.

Refunds
If you withdraw from classes, you may be eligible for a tuition refund. Refunds, however, are not automatic--they must be requested directly by you to Student Development Services. There is a tuition refund form that must be completed before any refund will be considered.

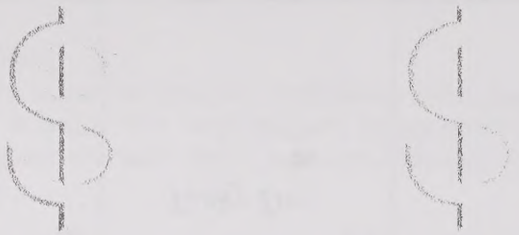
Activity Fee
A fee to be used for student activities is collected from all curricular students (except senior citizens) at the time of registration. The fee charged is based on the number of credit hours in which enrolled.

1 to 5 credit hours = $ 6
6 or more credit hours = $12

Insurance Fee
Students are required to purchase accident insurance at the time of registration. The coverage is good for the current registered semester and is in effect while on campus or traveling to and from classes and costs $1.47 per semester.

Transcript Fee
The first copy of your transcript is free. Additional copies are $1 each. Transcripts will be provided within ten working days after receipt of the written request.

Transcripts will not be released if you owe the College money. The College will not fax a transcript to another school or business, nor will the College accept a facsimile transcript for official enrollment purposes.



Financial Aid
The College attempts to assist students in meeting their financial needs for education. Qualifications for financial aid are determined from the results of a completed federal student aid application. Types of aid include:

Grants and scholarships. These forms of aid are considered "gift" aid, as no work or repayment obligations are required. For scholarships, however, specific eligibility criteria must be met, such as scholastic achievement, participation in outside activities and in community activities, and demonstrated leadership potential.

Loans. There are two types of loans: long-term and short-term. Long-term loans must be repaid whenever enrollment status drops below half-time (less than six credit hours). Short-term loans are made directly by the College and normally must be repaid within 90 days of the date the loan was made.

Work-study. The work-study program provides an opportunity to earn money through part-time employment with the College. The type of work and working hours vary.

Birthstone: Topaz for Fidelity Flower: Chrysanthemum for Loveliness

November 1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 *All Saints Day*
2	3	4	5 *Popcorn Day*	6	7	8
9	10	11 *Veteran's Day*	12	13	14	15
16	17 *Decorate Christmas Float*	18	19	20	21 *Student, Faculty, and Staff Gong Show*	22 *Ahoskie Christmas Parade*
23	24	25	26	27 *Thanksgiving Day*	28	29
30				*RCCC Closed for Thanksgiving Holiday*		

POLICY & PROCEDURE

Orientation
During your first semester of enrollment, you should to take the orientation course to acquaint yourself with various policies, rules, and regulations of the College.

Attendance
Regular class attendance and promptness is important to good scholarship. If you are experiencing attendance problems, your instructors will refer you to a counselor in Student Development Services.

Absences do not relieve you of meeting all the requirements of a course. Regardless of the reason, when you accumulate absences totaling 15 percent of your instructional hours, your instructor can drop you from the course. Being late three times is recorded as one hour of the absentee limit for a course. If you choose not to attend a class, a drop form must be processed in the Registrar's Office.

If you are dropped for excessive absences, you may apply for reinstatement (see procedure in the next column).

Withdrawal
Please just don't stop going to class if you decide to leave the College--this could get you Fs. It only takes a few minutes to see your advisor and obtain the proper forms, and it will prevent problems for you later.

Drop/Add
You can add courses from the first day of registration through the third day of classes. Courses can be dropped without penalty through the 60 percent point of classes (see academic calendar for exact drop/add dates). The procedure for adding or dropping a course is given below.

**Obtain a drop/add form from Student Development Services
**Complete the form, have appropriate instructor(s) initial the form, and record your last date of attendance for each class you are dropping
**Get advisor to sign the form
**Submit the form to the Registrar's Office for processing
**Take the validated form to the Business Office to make additional payment or pick up your revised registration form, or both
**Complete an Application for Refund of Tuition, if you are due a refund

Reinstatement Procedure
If you are dropped from a course and wish to be reinstated, you must submit a Request for Reinstatement form to the Dean of Student Development Services (or designee) within one working day after returning to the College.

The Dean (or designee) investigates all available evidence and makes a decision within one working day of the request. This decision is recorded in Section II of the form. You then must fill out Section III. Copies of the form are given to you, the instructor, and the Registrar.

If you are absent a second time after reinstatement or fail to abide by any stated stipulation, or both, you will be dropped with no further reinstatement consideration. If denied reinstatement, you may follow the student appeal process. Attendance in the class under consideration is not allowed during this process.

Graduation
Annual graduation exercises are held at the end of the spring semester (regardless of when you complete your graduation requirements). All graduates are encouraged to participate and to invite guests. The graduation fee is $30 and covers the cost of cap and gown, the award earned, and ten invitations. Extra invitations can be purchased from the Registrar. Additional degrees, diplomas, or certificates earned cost $5.

To participate in graduation exercises, you must satisfy all course requirements for your program with the required standards, file a completed application for graduation in the Registrar's Office, pay the graduation fee, satisfy all financial obligations, and attend graduation rehearsal.

See bulletin boards and the electronic display for dates regarding graduation. If you do not plan to participate in the graduation ceremony, a $3 postage fee must be paid for your award to be mailed to you.

December 1997

Birthstone: Turquoise for Success Flower: Narcissus for Precious Moments

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 *Classes Resume* *Have Doors Decorated for Judging before Dec. 8*	2 *Pre-Registration for Spring Semester*	3	4	5 *Ornaments of Love begins* *Christmas Tree to be put up*	6
7 *Pearl Harbor Remembrance Day*	8 *Christmas Door Decoration Judging*	9	10 *Last Day of Class* *Christmas Buffet*	11 *Reading Day/ Study Day No Classes*	12 *Final Exams*	13
14	15 *Final Exams*	16 *Semester Ends*	17	18	19	20
21 *Winter Solstice*	22 *RCCC Closed for the Holidays*	23	24 *Hanukkah*	25 *Christmas Day*	26 *Kwanzaa Begins*	27
28	29	30	31 *New Year's Eve*			

Happy Holidays!

GRADING POLICY

Grading Policy
At the end of each course for which you are registered, you will receive a final grade. Instructors determine final grades using the following system:

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Poor	60-69
F	Failure in performance	

***I** You receive an **I** (Incomplete) when the work required has not been completed for reasons beyond your control. An **I** must be removed by the last day of the add period of the next semester or the **I** will automatically become an **F** (which affects your grade-point average). If an **I** is received, you cannot re-enroll in the course.

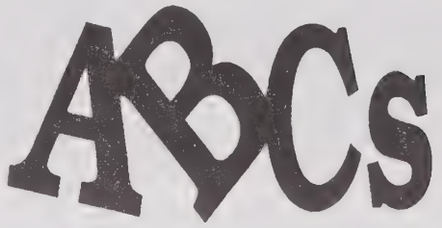
***NE** You receive an **NE** (Never Entered) when you officially register for a class and never attend. **NE** is non-punitive and is reported by instructors and posted to your academic transcript.

***AU** You receive an **AU** when you audit a course (attend classes without taking tests or receiving credit) or repeat a course in which a grade of **C** or higher was earned. If you wish to audit a course, you must submit a completed admissions application to the Admissions Office, follow regular registration procedures, pay tuition, attend classes regularly, participate in class activities, and abide by all other college regulations. An audit course cannot be changed to credit nor can a credit course be changed to audit after the deadline for dropping a course without penalty. You may repeat the course for credit; however, you may audit the course only once. The hours of an audited course are counted as part of your course load and are subject to overload restrictions. The **AU** is not converted to a letter grade.

***W** You receive a **W** when you officially withdraw (nonattendance is not official) from a course before the 60 percent point of the course. After this point, if you fail to complete course requirements, you receive an **F**. In the event that you must withdraw beyond the 60 percent point because of extenuating circumstances beyond your control, you could petition the appropriate curricular division director for a **W**.

***CE** You receive a **CE** when you successfully complete a Credit by Proficiency Examination. This exam can be taken only with permission from the appropriate department chairperson, and must be taken before the end of the add period. This grade is awarded for credit hours only (when you score at least an 80); regular registration procedures and tuition rates apply for all courses attempted by proficiency exam.

*These grades do not affect your quality points and are not computed in your grade-point average.



Course Make-Up Work
Instructors may establish procedures for make-up work.

Repeating Courses
You may repeat a course for credit if a grade of **D** or **F** was earned, and only under the condition that in each case credit hours will be considered hours attempted and used in computing the quality point average.

Financial aid recipients and veterans benefits recipients will not receive assistance or benefits for repeating courses in which they have received a **D** grade unless required by the academic department.

Changing Programs
If you decide to change programs, you must file a program change form (available in Student Development Services) with the Registrar, who recalculates your GPA based on the new program.

Changing Name/Address
If your address, phone number, or name changes at any time, come to the Registrar's Office to complete a student status change form. This helps ensure that important documents, such as transcripts, are correctly filed and that you will receive information sent to you by mail.

Birthstone: Garnet for Constancy Flower: Carnation for Friendship

January 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Happy New Year!			*New Year's Day* 1 *RCCC Closed*	2	3
4	5 *RCCC Reopens*	6	7 *Registration for Spring Semester January 7, 8, 9, and 12*	8	9	10
11	12 *First Day of Classes* *Wellness Week*	13	14 *Add Period Ends*	15	16	17
18	19 *RCCC Closed in Observance of Martin Luther King, Jr. Day*	20 *Classes Resume*	21	22	23	24
25	26 *Pell Grant Checks Disbursed (subject to change)* *Cultural Enrichment Week*	27	28	29	30	31

GRADE-POINT AVERAGE

Computing Your Grade-Point Average (GPA)
Each course is measured in credit hours or semester hours (the number of hours of credit you receive for completing a particular class). Contact hours are the actual number of hours you spend in a class per week.

Every grade, **A - F**, is assigned a number of grade points (QPs for short).

Grade		Grade Points	Grade		Grade Points
A	=	4	D	=	1
B	=	3	F	=	0
C	=	2			

Example:

Step 1 Add the number of credit hours you are taking.

Courses	Credit Hours	
BUS 110	3	18 total credit hours
ENG 111	3	
ENG 111a	1	
ACC 121	4	
MAT 070	4	
HIS 124	3	

Step 2 Assign each credit hour the proper number of grade points according to your final grades.

Credit Hours	Grade Earned		Grade Points
3	A	=	4
3	B	=	3
1	C	=	2
4	B	=	3
4	B	=	3
3	D	=	1

Step 3 Multiply your credit hours times the grade points for each course. This will give you the quality points for each course.

Credit Hours		Grade Points		Quality Points	
3	X	4	=	12	50 total quality points
3	X	3	=	9	
1	X	2	=	2	
4	X	3	=	12	
4	X	3	=	12	
3	X	1	=	3	

Step 4 Divide the total quality points by total credit hours and you have your GPA.

$$18 \overline{)50} \quad 2.78 = \text{GPA}$$

Minimum Grade-Point Average Requirements
A grade-point average of 2.00 for work taken at the College is required for graduation. The minimum cumulative grade-point average for remaining in good standing is shown in the scale below.

Attempted Credit Hours	Diploma	Degree
1-15	1.50	1.50
16-27	1.65	1.65
28-39	1.80	1.80
40-53	2.00	1.95
53+	2.00	2.00

Academic Warning
If you fail to maintain the minimum academic requirements, you will be placed on academic warning for the next semester. Should this happen, you will receive written notification from the Director of Admissions/Counselor, and you will have to see your advisor before registering again. You *must* wait until the official registration period for the next semester to register. Also, you can enroll in only nine semester hours during the warning semester.

Academic Probation
Should you fail to re-establish the required average by the end of the academic warning semester, you will be placed on academic probation and referred to a counselor. If this happens, you are considered to be making unsatisfactory progress and, therefore, not eligible for financial aid or VA benefits. Student status is calculated each semester for *all* students receiving financial assistance. Also, you can enroll in only six semester hours during the probation semester.

Academic Honors
Full-time students who maintain high academic standards are recognized each semester through the President's List or the Dean's List which are posted around campus.

The President's List requires a grade-point average of 4.0 (all **A**s); the Dean's List, 3.25 or better (no grade below a **B**). Both lists require that students complete at least 12 credit hours, none of which include courses numbered 100 or lower, and have no **I** grades.

Efforts are made to send the lists to a newspaper published in an honor student's hometown or county of residence.

Birthstone: Amethyst for Sincerity Flower: Violet for Modesty

February 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 *Black History Month*	2	3	4 *Popcorn Day*	5	6	7
8	9	10	11	12 *Lincoln's Birthday*	13 *Valentine's Dance*	14 *Valentine's Day*
15	16 *President's Day*	17	18 *SGA Day*	19	20	21
22 *Washington's Birthday*	23 *Last Day to Drop Without Penalty*	24	25 *Warm Fuzzy Day*	26	27	28

STUDENT RIGHTS

Student Right-to-Know
As required by Public Law 101-542, "Student Right-to-Know," the College maintains information concerning completion and graduation rates. Come to Student Development Services for more information.

Access to Records
All currently enrolled students 18 years and older and parents of current dependent students and students younger than 18 have the right to examine and challenge the official student records. Official records are those maintained by any unit of the College, except those created by an individual staff member for the member's eyes only and are not accessible to any other person. Confidential records, such as those of counselors and financial records of parents, also are excluded and not open to students or parents.

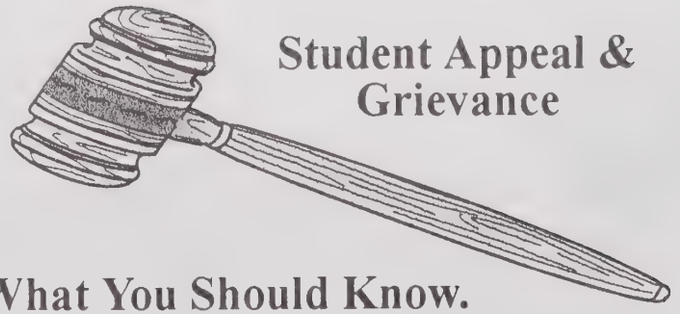
Other than directory information (student's name, address, telephone number, program of study, participation in official activities, awards, and degrees), student records may not be released without written consent of the student or parent of a minor. Records subpoenaed by legal authorities will be released only when the student or parent is notified.

If you do not want directory information released, you must make the request in writing. Come by Student Development Services for assistance.

Lost and Found
All personal items found or lost on campus should be reported to Student Development Services and may be claimed upon proper demonstration of ownership.

Telephone Calls and Usage
Students cannot receive telephone calls or messages, except in cases of emergency. In these cases, every effort will be made to relay information to the appropriate person. Regularly check classroom doors and the bulletin board near the Business Office for messages. Please ask your friends and business acquaintances not to call you at the College.

Pay telephones are located in the student lounge of the Jernigan Building, the lounge in the Freeland Building, and in the main entrance of the Young Building for student use.



Student Appeal & Grievance

What You Should Know.

Student Appeal
If you are ever given notice of suspension or expulsion, you are entitled to procedural due process. If you wish to appeal this decision, you must abide by the following process.

1. You must present, within five working days, a written explanation for an appeal to the appropriate dean asking for a Board of Review (which is appointed by the College President).

2. This Board will hold a hearing within five working days of the receipt of your appeal. Either party may have counsel and/or witnesses heard.

3. The charges will be reviewed as presented by the Dean and a written copy of the Board's findings will be given to the President within five working days.

4. This Board will determine the facts of your case based on the evidence presented, giving prime consideration to whether a school policy or law has been violated and whether you are the guilty party.

5. The President will issue a decision to uphold or reverse the Dean's decision and notify you within two working days of receipt of the Board of Review's findings. The President will act as the final administrative authority in resolution of the appeal.

6. You will notify the College President in writing requesting a hearing before the Board of Trustees if the appeal has not been resolved at this final step in the administrative process.

Suspension or expulsion will remain in effect throughout the appeal process.

March 1998

Birthstone: Aquamarine for Courage *Flower: Jonquil for Affection*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 *Dress for Success Week*	3	4	5	6	7
8	9	10	11 *Popcorn Day*	12	13	14
15	16 *Last Day to Drop Without Penalty*	17	18	19	20 *Hair and Fashion Show* *Spring Equinox*	21
22	23	24	25 *Career Day*	26	27	28
29	30	31				

STUDENT RIGHTS & RESPONSIBILITIES

Student Grievance Procedure
As a student at the College, you have the right to raise a complaint or lodge a grievance claim whenever you feel an injustice or unfair treatment has occurred. Follow these steps to insure that the grievance is given proper attention.

1. Request a conference with your curricular advisor. If the advisor can solve the problem to your satisfaction, the matter should be settled.

2. If your advisor cannot resolve the problem, you will be taken to the curricular chairperson (if advisor and curricular chairperson are not the same person) who will attempt to reach a satisfactory solution.

3. If no satisfactory solution has been reached thus far, the curricular chairperson will arrange a conference between you and a Student Development Services counselor.

4. If a satisfactory solution still cannot be reached, the counselor will refer you to the Dean of Student Development Services.

5. If you are still not satisfied, the Dean will take you to the College President, who will hold a hearing with as many witnesses as necessary. Following the hearing, the President will issue a ruling or decision concerning the problem. The ruling of the President will be final, subject only to the your right of appeal to the Board of Trustees, and ultimately the courts.

If you prefer, you may carry your complaint directly to the Dean of Student Development Services or to the President.

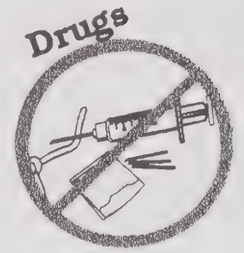
Conduct
As a student of the College, you are expected to conduct yourself with honor and exhibit standards of responsible citizenship. Any student who impairs, impedes, or disrupts the legal missions, processes, or functions of the College may be subject to suspension or expulsion from the College, and in some cases, referred to civil authorities.

Communicable Diseases
Any person infected with a communicable disease will not be excluded from enrollment or restricted in access to college facilities or services, unless medically-based judgements deem it necessary to the welfare of that person or of other persons.

Communicable diseases include, but are not limited to: chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, AIDS, sero-positive to AIDS virus, and AIDS-Related Complex.

If you know you are infected with a communicable disease, you are to share this information, confidentially, with the Dean of Student Development Services or appropriate administrator. If you know or suspect you have a communicable disease, you are expected to seek expert advice about your health circumstances. You are ethically and legally obligated to conduct yourself responsibly for the protection of other members of the community.

Drugs and Alcohol
The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage is prohibited as part of any college-sponsored activity or on college premises. If you violate this rule, you will be subject to disciplinary action up to and including expulsion and referral for prosecution. Also, you may be required to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the College.



If you are convicted for violation of any federal, state, or local crime drug statute or any alcoholic beverage control statute, you must inform the College within three days after the conviction. A conviction is a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any state or federal court.

"Controlled substance" means any drug listed in 21 Part 1308, in other federal regulations, and in Article V. Chapter 90 of the North Carolina General Statutes. These drugs include, but are not limited to: heroin, marijuana, cocaine, PCP, "crack," and "legal drugs" which are not prescribed by a licensed physician.

"Alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the North Carolina General Statutes.

Birthstone: Diamond for Innocence Flower: Sweet Pea for Love

April 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 *Spring Party*	2	3	4
5 *Palm Sunday*	6	7	8	9 *Easter Activities*	10 *RCCC Closed for Easter* *Good Friday*	11 *Passover*
12 *Easter*	13 *RCCC Closed for Easter*	14 *RCCC Reopens*	15 *Spring Break--No Classes*	16	17	18
19	20 *Classes Resume*	21 *Earth Day*	22 *Secretaries Day*	23 *SGA Awards Banquet*	24	25
26	27	28 *Pre-Registration for Summer Term*	29	30		

RELATIVE INFORMATION

Identification Cards
The ID card is your means of identification for library privileges, athletic events, financial aid awards, and any other college function or service you may be entitled to as a student. There is a $5 charge to replace any lost or mutilated card, and you are liable for all obligations incurred by the use of this card. PROTECT IT! Upon graduation, withdrawal, or dismissal from the College, your ID card must be turned in to Student Development Services.

Learning Resources Center
The Learning Resources Center (LRC) is one place you need to become familiar with, as you will probably take advantage of its many resources and services during your educational studies. Located in the middle of the Jernigan Building, the LRC consists of the library, the alternative learning center, the computer-assisted instruction lab, and the audiovisual department. It is open from 7:30 a.m. until 9:30 p.m. Monday through Thursday, and 7:30 a.m. until 4 p.m. on Friday, excluding summer months when the College operates on a four-day week. The LRC is closed at nights during semester breaks. Remember to bring your student ID card--you'll need it to check out materials.

Weapons on Campus
Weapons are not allowed on campus. According to North Carolina General Statute 14-269.2 "Weapons on campus or other educational property,"

**to possess or carry, openly or concealed, any gun, rifle, pistol, or other firearm on educational property is a Class I felony.

**to cause, encourage, or aid a minor to possess or carry, openly or concealed, any firearm on educational property is a Class I felony.

**to possess or carry, openly or concealed, any BB gun, stun gun, air-rifle, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors or razor blades (except for personal shaving) on educational property is a Class I misdemeanor.

The College will enforce appropriate charges, both college and criminal, against any person found possessing a weapon if the weapon is not being used for college instructional courses.

Crime Awareness and Campus Security Act of 1990
The College recognizes the importance of a safe and secure campus environment and is committed to providing adequate and appropriate means to ensure the well-being of all students, faculty, staff, and visitors.

The College makes a concerted effort to address crime awareness annually in employee and student orientations, in employee and student publications, and in seminars sponsored by Student Development Services.

Faculty, staff, and students play a major role in the success of crime prevention programs by taking precautionary steps to avoid becoming a crime victim and by working together as a campus community.

Only authorized personnel have access to college facilities after regular hours of operation. Written requests for after hours use of college facilities must be submitted to the College's Business Manager at least one week prior to the date needed.

Known or suspected violations of federal and state laws which occur on campus should be reported to the College's Business Manager. Criminal incidents occurring at college-sponsored activities held off campus also should be reported to the Business Manager, after first being reported to the law enforcement agency having jurisdiction.

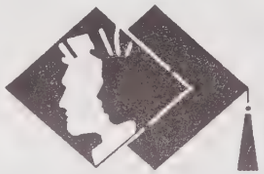
Campus security is comprised of authorized deputy sheriffs of Hertford County and non-sworn employees without authority granted by NCGS 74-A. These personnel receive support from local, county, and state agencies having jurisdiction.

The following statistics are provided for your information.

	Academic Year		
Offenses Reported	**94-95**	**95-96**	**96-97**
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	1	7
Motor Vehicle Theft	0	0	1
Arrests Initiated for the Following:			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

May 1998

Birthstone: Emerald for Happiness Flower: Lily of the Valley for Purity

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 *Last Day of Classes*	8 *Reading Day No Classes*	9
10 *Mother's Day*	11	12 *Final Exams*	13 *Semester Ends*	14 *Graduation* 	15	16
17	18	19	20	21 *Registration for Summer Term May 21, 22, and 26*	22	23
24	25 *Memorial Day RCCC Closed*	26 *First Day of Classes*	27	28 *Add Period Ends*	29	30
31						

MORE RELATIVE INFORMATION

Student Classification and Status
You will be classified as a freshman when you have completed less than 30 semester hours of credit; as a sophomore when you complete 30 or more semester hours of credit.

You are considered a full-time student when you carry 12 or more credit hours a semester; part-time when you carry less than 12 credit hours a semester. Full-time summer enrollment is nine semester hours of credit.

The maximum course load for each fall and spring semester is 19 credit hours. Overload hours will require special permission from the division director before the registration form will be processed. Appeals may be made to the Dean of Instruction.

Student Government Association
The purpose of the Student Government Association (SGA) is to represent students' ideas and concerns to the administration, faculty, and staff. It also sponsors dances, cookouts, movies, intramural sports, and more. The more people, the more fun--so listen and look for announcements of activities and join in.

New Clubs/Organizations
The SGA grants charters to all RCCC clubs or organizations. In order for a club or organization to be recognized and chartered, it must formulate a constitution and bylaws containing the following information.

**Objective of the club or organization
**Criteria for membership. Membership shall not be denied an individual on the basis of race, color, religion, age, sex, disability, national origin, or political affiliation
**Proposed officers and their duties
**Dues, fees, assessments, etc

For more information consult the SGA Constitution, located after the last calendar.

Emergency Situations
In case of fire emergency or drill, which is signaled by a constant ringing of the fire bell system, follow the steps below.

**Close classroom windows and doors
**Evacuate the building using the nearest fire exit from any room
**Evacuate in a quiet, orderly fashion (single file--no running or pushing)
**Move and remain at least 200 feet from the building

In case of a tornado, which will be announced on the public address system, follow the steps below.

**Open as many windows in the exterior wall as practical
**Relocate to areas offering the greatest tornado resistance, such as interior classrooms, halls, or vaults
**Sit on the floor with backs to corridor walls or glass areas. Coats and jackets should be used to cover head, arms, legs, as to reduce injuries from flying glass and other debris

Inclement Weather
The safety of all students is of major concern when deciding if the College must close or open late because of weather conditions. Such a decision will be made as soon as possible and called in to the following radio and television stations.

Radio Stations:
Ahoskie-WRCS-AM 970 & WQDK-FM 99.3
Murfreesboro-WDLZ-AM 1080 & WWDR-FM 98.3
Windsor-WDRP-FM 98.9
Edenton-WZBO-AM/FM 102.5
Elizabeth City-WMYK-FM 94

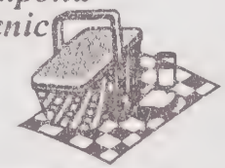
Television Stations:
Norfolk-WTKR Channel 3
Portsmouth-WAVY Channel 10
Washington-WITN Channel 7
Greenville-WNCT Channel 9

If early dismissal is necessary, due to worsening weather conditions, an announcement will be made on the College's intercom system and the radio and television stations listed.

Remember: Tune in to the above stations for announcements. If no announcement is made, assume the College will operate on a normal schedule. **Do not call the stations or the College.** Other public and private school closings in Hertford and surrounding counties do not mean that RCCC will close.

Birthstone: Pearl for Purity Flower: Rose forDevotion

June 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 *Ice Cream Treat Day*	4	5	6
7	8	9	10 *Popcorn Day*	11	12	13
14 *Flag Day*	15	16	17	18	19	20
21 *Father's Day* *Summer Solstice*	22	23	24	25 *Merchant's Millpond Picnic* 	26	27
28	29	30 *Last Day to Drop Without Penalty*				

CAMPUS SERVICES

Housing
Sorry--no housing facilities are available on campus. For housing information, contact Student Development Services.

Health Services
Other than minor first aid, the College has no facilities or personnel for medical treatment. A first aid kit is maintained in Student Development Services. All injuries and accidents should be reported to this department and the Business Office in the event professional medical services are needed. Medical services are available at Roanoke-Chowan Hospital in Ahoskie.

Bookstore (Jernigan 111)
The hours of operation for the Bookstore are posted on the door. The Bookstore sells the books and supplies you will need for your program of study at the College (must present completed book form to purchase books) as well as RCCC apparel and greeting cards.

Check with your instructors before buying your books. **No Returns** will be accepted without receipts during the first ten class days, and no returns will be allowed for any reason after the tenth day of class. **Keep your receipts or other purchase documentation!**

Notary Services
If you are in need of notary services, see Julia Brown in the Business Office.

Food Services
Hot meals, hamburgers, hot dogs, and sandwiches are all available in the Jernigan Building student lounge. Drinks and snacks can be obtained from vending machines located in the Jernigan Building student lounge, the Freeland Building lounge, and in the lobby of the Young Building.

Americans with Disabilities Act
The College fully supports the Americans with Disabilities Act and is committed to providing a barrier-free learning environment in order for disabled students to achieve and maintain their maximum learning potential.

If you have a special need, contact Student Development Services. In addition, talk to your instructor so that classroom modification or other accommodations can be made.

Designated parking spaces for the disabled are located conveniently near each building.

Counseling
Seek the confidential assistance of a counselor for any academic, career, or personal concern which might arise. If more intensive counseling is required, counselors will help with appropriate referrals. Counselors are located in Rooms C and D in Student Development Services. Appointments are not necessary, but you can make one if you wish.

Veterans Assistance
Veterans and eligible dependents in any curricular program at the College may qualify for benefits from the Veterans Administration, Title 38, United States Code. Services, such as advising, VA benefit information, and assistance with Regional Office inquiries are provided. For details on veterans assistance, contact the Veterans Affairs Officer in Room B in Student Development Services.

Student Support Services
A federally funded program, Student Support Services assists students who are experiencing academic problems and other difficulties which may prevent them from remaining in the College. The program offers a special study skills course, ACA 118, which addresses topics that are important for academic success. If you test into English 070 or RED 070 on the placement test, you must enroll in ACA 118.

Additional services include tutoring by both peer and paraprofessional tutors; personal, academic, career, and transfer counseling; and peer mentoring.

All students may attend seminars on test-taking skills, notetaking skills, stress management, time management, and career planning.

For more information, stop by the Student Support Services Office (Jernigan 107B).

Entertainment
The Jernigan Building student lounge is open to all students. Video games, television, and ping pong are available for your enjoyment.

Newsbreak
Newsbreak is a newsletter published each semester for students. It contains information that you should be familiar with. The College's various programs and campus activities are also discussed. Pick up your free copy in Student Development Services.

Birthstone: Ruby for Nobility Flower: Larkspur for Haughtiness

July 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 *Summertime Cookout*	3	4
5	6 *RCCC Closed for July 4th*	7 *RCCC Reopens*	8	9	10	11
		Summer Break--No Classes				
12	13 *Classes Resume*	14	15	16	17	18
		Pre-Registration for Fall Semester				
19	20	21	22 *Watermelon Treat Day*	23	24	25
26	27	28 *Last Day of Classes*	29	30	31	
			Final Exams			

REMINDERS

Things you should do

**Read the notices and announcements on the bulletin boards and note all announcements made over the PA system; you are responsible for all information relayed by these means.

**Smoke only in designated building areas and outdoors; smoking isn't permitted in classrooms, labs, hallways, restrooms, or the auditorium.

Park only in areas designated "Student Parking**."

**Adhere to the 10 mph speed limit while driving on campus.

**Obtain a parking permit from the Business Office. The first permit is free; additional permits are issued for a small cost.

**Report sexual harassment claims to the Dean of Student Development Services. Complaints of sexual harassment are resolved through the student grievance procedure with a grievance officer appointed by the College President.

**Attend classes regularly.

**Make use of all trash cans on campus; it gets messy if you don't.

Things you should not do

**Bring food or drinks into class or the LRC. Please keep food and drinks in the student lounge or outside.

**Lose, damage, destroy, or sell school property.

**Bring weapons on campus.

**Bring children on campus.

**Bring drugs or alcoholic beverages on campus or come on campus while under the influence of either.

**Stop going to class if you wish to drop that class. Remember to process a drop form with the Registrar's Office.

**Give the College's phone number to either friends or business associates to use as a contact phone number.

**Curse, fight, steal, or gamble.

**Engage in disruptive activites, such as unlawful protests or demonstrations.

Violations of the above could result in disciplinary action, including suspension or expulsion from the College or referral to civil authorities.

Birthstone: Sardonyx for Felicity Flower: Gladiolus for Preparedness

August 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 *Summer Term Ends* *Final Exams*	4	5	6	7	8
9	10	11	12	13 *Registration for Fall Semester August 12, 13, 14, and 17*	14	15
16	17	18	19 *Add Period Ends*	20	21	22
23	24	25	26	27 *Ice Cream Treat Day*	28	29
30	31					

SGA CONSTITUTION

Preamble

We, the students of Roanoke-Chowan Community College, in order to establish better relations and communication between students, administration, and faculty, to create a feeling of unity among all students, to advance leadership and scholarship, and to stimulate and develop school spirit, do hereby establish this constitution for the Student Government Association (SGA) of Roanoke-Chowan Community College.

The name shall be the Student Government Association (SGA).

Article I - Purpose

It shall be the purpose of this organization to act as a liaison between the students, administration, and faculty and to provide for and encourage active student participation in school affairs.

Article - Membership

The membership shall consist of all students who pay the student activity fee.

Article III - Executive Council

Section A - Executive power shall be vested in the Student Government Association (SGA) officers. These officers shall be known as the Executive Council.

Section B - The Executive Council officers elected by the constituency shall be: (1) the President, (2) the Vice President, (3) the Secretary, (4) the Treasurer, (5) the Parliamentarian, and (6) the Sergeant-at-Arms.

Section C - The duties of the Executive Council shall be as follows: (1) to have the responsibility of finance, (2) to authorize and approve all publications of the organization, (3) to call special meetings upon petition of a majority of members, (4) to interpret the constitution, (5) to appoint directors of any Special Services Committees, (6) to hold meetings within themselves at least once a month per year, (7) to submit a report of business to each Representative, the SGA Advisor, each instructor, and to the chairman of the Student Activities Committee, (8) to attend at least one State N4CSGA meeting per year (budget allowing), and (9) to attend all meetings in accordance with Article IV, Section D.

Section D - The duties of the President shall be as follows: (1) to serve as chief executive officer of the SGA, (2) to preside over all of the meetings of the Executive Council and the monthly meetings, (3) to appoint, with the consent of the Student Council, the chairmen of all committees, (4) to serve as an ex-officio member of all SGA standing committees, the RCCC Administrative Council, and the RCCC Board of Trustees, (5) to initiate such projects and programs as he shall deem necessary for the welfare of the SGA, and in keeping with the Preamble, (6) to represent this organization in all dealings with other student organizations and individuals, (7) to have knowledge of the records and monies of the SGA, (8) to perform all other functions which are incident to the office, (9) to call periodic meetings of the Executive Council at his discretion, and (10) to appoint an officer or committee chairperson to replace one who does not fulfill the duties of his office.

Section E - The duties of the Vice President shall be as follows: (1) to assume all duties of the President should the President for any reason be unable to meet his duties of office, (2) to fulfill any duties as delegated by the President, (3) to serve as an ex-officio member of all standing committees, and (4) to have knowledge of records and monies of the SGA.

Section F - The duties of the Secretary shall be as follows: (1) to maintain the records of the SGA, (2) to serve as recorder for the Executive Council, (3) to distribute a report of business of SGA meetings to each Representative, SGA Advisor, each instructor, and chairman of the Student Activities Committee, (4) to assist in all other areas that the Executive Council may deem desirable, (5) to submit a completed set of minutes of all SGA meetings for file and future reference, and (6) to serve as chairman of the Communications Committee.

Section G - The duties of the Treasurer shall be as follows: (1) to keep an accurate account of all SGA funds and to attend to all necessary financial correspondence, (2) to prepare a monthly report of all financial matters to be distributed to all Representatives, SGA Advisor, and chairman of the Student Activities Committee (these reports shall be combined into an annual report to be placed in file), (3) to handle all financial transactions of the organization, with the consent of the SGA President and Advisor, and (4) to prepare a budget to be submitted to the Student Council.

Section H - The duties of the Parliamentarian shall be as follows: (1) to be acquainted with Robert's Rules of Order, (2) to see that correct procedures are followed in all meetings, and (3) to assist in all other areas that the Executive Council may deem desirable.

Section I - The duties of the Sergeant-at-Arms shall be as follows: (1) to assist in preserving order as the chair may direct, (2) to follow up on any curriculum, club, or organization which has not selected its Representative by the end of the fourth week of the fall semester, and (3) to maintain accurate absentee records and follow-up (see Article IV, Section D). Any of these groups not represented by the end of the second general session shall not have voting power for the duration of the semester.

Section J - Replacement of any member of the Executive Council shall be as follows: (1) Any Executive Council member failing to execute his duties and responsibilities may be removed from office by

SGA CONSTITUTION

a two-thirds (2/3) vote of the Representatives. The vacancy will be filled by appointment by the President subject to approval by a two-thirds (2/3) vote of the Representatives. (2) In the event that any member of the Executive Council cannot serve in his respective position, the President shall appoint a replacement subject to approval by a two-thirds (2/3) vote of the Representatives.

Section K - Replacement of the President of the SGA shall be as follows: In the event that the President cannot serve, the Vice President will become acting President. He shall appoint the new Vice President subject to approval by a two-thirds (2/3) vote of the Representatives.

Article IV - Representatives

Section A - The body of Representatives shall be composed of one Representative from each of the chartered clubs and Representatives from each of the college's curriculums. There shall be two Representatives from each two-year curriculum--one from the first-year section and one from the second-year section. There shall be only one Representative from each of the curriculums which are of one year duration or less. Only members named herein shall have power to vote on business matters at general sessions.

Section B - The Student Council shall be made up of all members of the Executive Council and all Representatives.

Section C - Duties of the Representatives shall be as follows: (1) to represent their respective groups and to serve as the liaison between the Student Council and all students and to perform all such other tasks as assigned to them, (2) to appropriate funds for all extracurricular activities as it shall deem compatible with the general welfare of the student body, provided all funds not expended during the fiscal year shall revert to the Student Activity Fund, (3) to approve all appointments made by the President of the SGA by a two-thirds (2/3) vote of Representatives, (4) to impeach and remove from office any elected student official, (5) to require reports, financial or otherwise, from all chartered clubs and organizations, not to exceed one per month, and (6) to make rules necessary and proper to promote the general welfare of the student body consistent with State Statutes and Board of Trustees policy.

Section D - Absences: (1) Attendance for Student Council meeting is required; however, if a Representative realizes he will be unable to attend a specified meeting, he is required to notify his Alternate and present a written excuse to the Sergeant-at-Arms prior to the meeting if possible. If by unforeseen circumstances a student is unable to attend a specified meeting, the written excuse is due within three days after his absence. (2) Any Representative absent for three meetings without a written excuse shall be dismissed automatically. It shall be the duty of the Sergeant-at-Arms to inform the club's or curriculum's advisor of the Representative's dismissal in writing one week after the third absence. The Sergeant-at-Arms shall have the authority to require the sponsoring club or organization to elect another Representative.

Section E - Elections of Representatives shall be as follows: (1) Elections of Representatives and Alternates shall be done by the respective chartered organizations and college curriculums and submitted in writing to the President of the SGA by the end of the fourth week of the fall semester. (2) All Representatives and Alternates must be in "Good Standing" with the college for the remainder of the year.

Article V - Advisors

Section A - The Advisor to the Student Government Association shall be the Dean of Student Development Services or his appointee.

Section B - The duties of the Advisor shall be as follows: (1) to determine the eligibility for office of all members of the Executive Council, (2) to determine the eligibility for office of all Representatives and Alternates, and (3) to ensure that the constitution is enforced.

Section C - Although the Advisor shall have no voting rights, he shall be recognized by the chair in the same manner as regular student government members to discuss, debate, or advise as to any matters under consideration.

Article VI - Election of Officers

Section A - Election for President, Vice President, Secretary, Treasurer, Parliamentarian, and Sergeant-at-Arms shall be conducted by the end of the fourth week of fall semester. Upon election, they shall serve from election until the end of the summer term.

Section B - Qualifications for office shall be as follows: (1) All Executive Council officers must be full-time students. (2) President, Secretary, and Treasurer must have been enrolled for two semesters and be in "Good Standing" with the college at the time of nomination and for the remainder of the year. (3) President, Secretary, and Treasurer must submit to the SGA Advisor a written statement of intent to return for the next academic year. (4) The Secretary must have a minimum typing skill of thirty-five (35) net words per minute. (5) The Treasurer must have a working knowledge of financial transactions. (6) The Vice President, Parliamentarian, and Sergeant-at-Arms must be in "Good Standing" with the college at the time of nomination and for the remainder of the year. First semester students would be assumed to be in "Good Standing" unless otherwise indicated.

Section C - Procedure of elections shall be as follows: (1) All officers shall be elected by secret ballot; all students paying an activity fee and possessing a student identification card may have a vote. To place his name on the ballot, a candidate must submit a petition containing the signatures of at least twenty-five (25) SGA members to the SGA President and the SGA Advisor. There shall be no duplication of SGA

SGA CONSTITUTION

President and the SGA Advisor. There shall be no duplication of SGA members among candidates for the same office. (2) Petitions must be submitted by the date indicated on the Student Activities Calendar. (3) All candidates must make a campaign presentation during election week. Any candidate failing to make said presentation shall be excluded from the ballot. Special circumstances preventing a presentation may be considered by the current SGA President and the SGA Advisor.

Section D - Elections shall be as follows: (1) All officers shall be elected by secret ballot. (2) Elections shall take place on the date indicated on the Student Activities Calendar at the designated polling station(s). (3) All voting members shall show identification cards before receiving their ballots. (4) No one shall assist or advise the voter in completing the ballot except the election managers, who may only explain the rules of the election. (5) The candidate receiving a majority shall be named the winner of the election. In the event no candidate receives majority of votes cast, or in the event of a tie, a run-off election between the two candidates receiving the highest number of votes shall be held to determine a winner. (6) Ballots shall be counted in secret by the SGA President, Secretary, and Treasurer, the SGA Advisor, one faculty member and one staff member as designated by the SGA President. Under no circumstances shall a candidate for office be present at the counting of the ballots. (7) Results of the elections shall be posted by the next class day following elections. Winning candidates shall be notified personally and in writing by the SGA President as soon as possible. (8) All ballots shall be kept for a minimum of two weeks.

Article VII - Committees

Section A - General: (1) Committees may be formed as the SGA determines needs. (2) The chairman of the committee shall be appointed from the student body by the President subject to approval by a two-thirds (2/3) vote of the Student Council. The committee members are appointed by the chairman of each committee. (3) These committees shall only hold the authority which the student government may delegate and shall make progress reports at regular SGA meetings.

Section B - Standing Committees: (1) Communications Committee: The Communications Committee shall be responsible for the student bulletin boards and for preparing a monthly calendar to be displayed on the bulletin boards. This committee shall also be responsible for the release of all publicity pertaining to the SGA. It shall also lend assistance to the Secretary in any manner which the SGA deems advisable. The Secretary shall serve as chairman. (2) Activities Committee: The Activities Committee shall be responsible for planning and arranging all college SGA activities. This committee shall work in conjunction with the Communications Committee and the RCCC Faculty/Staff Activities Committees.

Article VIII - New Clubs or Organizations

Section A - The Student Council shall grant charters to all Roanoke-Chowan Community College clubs or organizations.

Section B - In order for a club or organization to be recognized and chartered by the SGA, it must formulate a constitution and bylaws containing the following: (1) Objectives of the organization. The objectives shall be compatible with the college's objectives. (2) Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, creed, sex, or national origin. (4) Proposed officers and their duties. (5) Dues, fees, assessments, etc.

Article IX - Parliamentary Authority

Parliamentary authority for this organization will be the current edition of Robert's Rules of Order.

Article X - Quorum

Section A - A quorum for any meeting or conference of this organization shall be a majority of the members.

Section B - A quorum for any meeting or conference of the Executive Council shall be two-thirds (2/3) of the members.

Article XI - Amendments

Section A - Amendments to the constitution may be proposed by the Representatives or by petition signed by 20 percent of the SGA membership. If the proposed amendment is approved by a two-thirds (2/3) vote of the Student Council, the amendment shall be ratified.

Section B - This constitution can be amended at any regular meeting by a two-thirds (2/3) vote of the Student Council provided that the amendment has been submitted in writing by the previous regular meeting.

Section C - All amendments must be approved by the Board of Trustees.

Article XII - Ratification

Ratification of this constitution shall be by two-thirds (2/3) vote of the Student Council and the Board of Trustees.

The End

COMMUNITY RESOURCES

Roanoke-Chowan Hospice (services terminally ill persons & their families) 332-3392

Council on Aging (services & assistance for senior citizens)
Counties: Bertie - 794-2028 Hertford - 358-7856

Home Health Agency (short-term skilled care & support services to patients in the comfort of their own home) Counties:
Bertie - 794-9253 & 794-5323 Hertford - 358-7835
Northampton - 534-5841

Schools

Ahoskie
Ahoskie Graded School - 332-2588
Hertford County High School - 332-4096
Ridgecroft School - 332-2964
Robert L. Vann School - 332-2335

Aulander - Aulander Elementary School - 345-3211

Colerain - Colerain Elementary School - 356-4714

Conway
Conway Middle School - 585-0312
Northampton-East High School - 585-0627
Willis Hare Elementary School - 585-1900 / 585-0054

Gatesville
Buckland School - 357-1611
Central Junior High School - 357-0470
Gates Christian School - 357-1753
Gates County High School - 357-0720
Gatesville Elementary School - 357-0613

Murfreesboro
Hertford County Middle School - 398-4091
Riverview Elementary School - 398-4862 / 398-3000

Pendleton
Willis Hare Elementary School - 585-1900 / 585-0054

Powellsville
Charles G. White - 332-2491

Rich Square
Northeast Academy Christian School, Inc. - 539-2461
Rich Square-Creecy Elementary School - 593-2937

Roxobel - West Bertie Elementary School - 344-7621

Windsor
Askewville Elementary School - 794-3743
Bertie High School - 794-3034
South Western Elementary School - 794-2358
Windsor Elementary School - 794-5221

Winton - Calvin S. Brown Elementary School - 358-3671

Smart Start (child care assistance) - 398-4124

Public Child Care Centers

Hertford County
Ahoskie Free Will Baptist Church - 332-2764
Ahoskie United Methodist Church - 332-6373
Arkland Child Development Center - 398-3150
Little People's University - 398-3487
RCCC Child Development Center - 332-5921
Noah's Ark Day Care - 332-4711 / 332-4766

Bertie County
Powellsville Recreation & Civic Day Care - 332-2176
Happyland Child Care Center, Inc. - 348-3363
Headstart - 794-5519
Little Moses Private Care - 348-2995
Charity Day Care - 345-1004

Northampton County
Little Angels - 585-1576
Community Action Day Care - 539-2097
Rich Square Child Development Center - 539-2000

Fire Departments
Ahoskie - 332-2121
Como - 358-5341
Murfreesboro - 398-4151
Harrellsville, Winton, Gates, & Gatesville - 358-5341
Powellsville - 1-800-672-9111
Jackson & Conway - 534-3901
Rich Square - 539-2315
Windsor, Aulander, Kelford, Colerain, & Lewiston - 794-9111

Ambulance/Rescue Squads
Ahoskie, Harrellsville, Murfreesboro, Winton, Powellsville, Windsor, Aulander, Colerain, Lewiston, Roxobel, Kelford, Conway, Jackson, Gates, and Gatesville - 911

COMMUNITY RESOURCES

Social Services Agencies (provide various services, including adoptions, family planning, foster care for children, health support, protective services for children/adults, child day care, foster care for adults, assistance for the blind, etc.) Counties:
Bertie - 794-5320 Hertford - 358-7830

CADA (Choanoke-Area Development Association - provides assistance with housing, clothing, etc.) Counties:
Bertie - 794-3107; Hertford - 398-4131

AFDC (Aid for Dependent Children)

M-AD (Medical assistance for persons under 65 years of age who are receiving disability benefits)

M-AA (Medical assistance for persons over 65 years of age)

M-AB (Medical assistance for persons who are blind or partially blind)

S-AA & S-AD (Special assistance to adults to pay for cost of care in rest home or family care home)

AFDC-FA (Financial assistance for families with dependent children to aid in emergencies, such as being evicted)

LIEAP (Low Income Energy Assistance Program)

CIP (Crisis Intervention Program-funds in assisting in heating/cooling in emergency situations)

Food Stamps (supplements household monthly resources by providing food vouchers) Counties:

Bertie - 794-5320
Gates - 357-0075 or 357-1748
Hertford - 358-7830 / 358-7825
Northampton - 534-5811

Ahoskie Child Support Enforcement Office (provides assistance in securing child support payments) 332-2913.

Choanoke Public Transportation (provides bus service)
Counties: Bertie and Hertford - 345-0474
Northampton - 539-2022

Low-Cost Housing
Roanoke-Chowan Regional Housing - 537-1051 / 358-3467
Ahoskie Housing Authority - 332-4104
Woodland Housing Project - 587-6401

Wiccacon House (residential program for substance abusers) 356-2938

Crisis Line (responds to psychiatric emergency situations 24 hours a day) 332-4442

Welcome Wagon (assistance to new residents of Hertford County) 332-2001

Roanoke-Chowan Human Services (provides treatment of mental health, mental retardation and developmental disabilities, and substance abuse) Counties:

Bertie - 794-2895
Hertford - 332-4137
Gates - 357-0237
Northampton - 534-5111

Roanoke-Chowan Safe (emergency services for abused women and children) 332-1933 or 1-800-669-1933

Social Security Administration (financial and medical assistance for eligible individuals) 332-3413

Disability Hotline (information about social security disability benefits or supplemental security income) 1-800-638-6810

Vocational Rehabilitation (financial assistance to disabled persons for educational/vocational training) Ahoskie - 332-4006
Windsor - 794-9175

Employment Security Commission - Job Referral Counties:
Bertie - 792-7816 Hertford - 332-5016

Center for Women's Economic Alternatives (assistance regarding work-related problems such as discrimination, hazardous working conditions, etc.) 332-4179

Legal Services for the Coastal Plains (provides legal assistance) 332-5124

Health Departments (provide services such as immunizations, screening for high blood pressure and diabetes, eye clinic, family planning, sexually transmitted disease screening & treatment, etc.)

Ahoskie - 332-5676
Murfreesboro - 398-4139
Winton - 358-7833
Windsor - 794-5322
Jackson - 534-5841
Woodland - 587-6611
Gates County - 357-1380

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at a cost of $2154.90 or $1.7957 per copy.